

# East Cesar Chavez

## Neighborhood Contact Team



Leadership Team Representative  
Application Packet

## Greeting

Dear Community Member,

Thank you for your interest in joining the ECC NCT leadership team. Enclosed you will find information on the responsibilities and expectations of leadership team representatives, instructions on applying for a seat on our team, and the documents necessary to submit your application. Please contact the Nomination Committee chair to declare your interest in joining our team, learn the deadline for submitting your application, and the meeting date that has been set for filling the position. You are welcome to print the packet directly from our website or contact the nomination committee chair to obtain a copy.

Thank You,

ECC NCT Nomination Committee

## Application Checklist

To be considered for a position on our leadership team, please submit the following documents to the nomination committee chair by the deadline posted on the ECC NCT website.

- Application Form -*Fill out application form*
- Community Signatures-*Please collect the signatures of ECC community members who will endorse your nomination. Applicants applying for a sector representative should collect a majority of signatures from neighbors living in their sector. Business, Nonprofit, and Renter's representatives should aim to collect a majority of signatures from the group (s)he is applying to represent.*
- Statement of Interest- *this is the applicant's opportunity to discuss his/her connection to the neighborhood, why (s)he is interested in joining the leadership team, and what skills or talents (s)he will contribute to the organization. Examples of past statements are included at the end of the packet. Please contact the nomination Committee chair if you have further questions.*

# Guidelines and Responsibilities of ECC-NPCT Representatives

From the ECC-NPCT Bylaws

## **2.1 Membership**

Members of the ECC-NPT shall be residents of Austin who live in, work in, or own property within the established East Cesar Chavez Neighborhood (ECC) boundaries. Members of the ECC-NPT may be elected to the Leadership Team representing their Sector and vote on issues consistent with the views of their Sector along with their own knowledge and understanding of the issues and the adopted Neighborhood Plan. Members interested in becoming a member of the Leadership Team shall provide their current street address and/or business address or property address, email address and home telephone number and provide a description of their interests and qualifications to the Chairperson at the time of application and whenever addresses or telephone numbers change.

## **2.2 Selection of Leadership Team Members.**

The ECC-NPT Chairperson shall appoint a nominations committee as needed. The committee shall: ensure that notification of open seats are made to our constituents; ensure transparency of the election process; inform the Leadership Team Members of potential new members; confirm the eligibility of potential new members; request a vote at any regular or special called meeting.

## **2.3 Number, Tenure and Qualifications.**

The ECC NPT Leadership Team will consist of 15 members, or 16 members if the Immediate Past Chair position is filled. The nominations committee will consider the following criteria for new Leadership Team members:

### **2.3.1 Representation.**

Leadership Team members fill the following categories either as a Sector Representative or a key stakeholder group as listed below:

- Eight residents elected from the neighborhood's geographic sectors (see map attached)
- One representative of rental residents to express the interests of all renters including low income renters of Chalmers Court and the RBJ Senior Residential Center.
- Three representatives, in total, from congregational, non-profit or registered civic groups operating within the ECC NP area with at least two of the Representatives representing nonprofit or civic groups.
- Three representatives from businesses or registered business associations conducting business within the ECC NP area.
- One immediate past chair as described in 3.6.

## **2.4 Change of Status.**

If a Leadership Team Member has a change in status making them no longer eligible to be a member of the Leadership Team as described in 2.3.1 that will create a vacancy in the Team, they shall immediately notify the Chair.

## **2.5 Community Involvement:**

Potential Leadership Team members are encouraged to be involved in organizations that conduct regularly scheduled meetings with resident or businesses within the planning area.

**2.6 Commitment:**

Potential Leadership Team members should be willing to share their expertise, talent and skills on the ECC NPT and attend any and all regular or special meetings.

**2.7 Service:**

Potential Leadership Team members should be willing to distribute information to their assigned sector or among the constituency they represent on the ECC NPT. They should be willing to hold open meetings for their constituents. A preference will be given to residents are a) involved in community organizations, neighborhood activities, b) informed about neighborhood issues and c) display leadership potential. The nomination committee will notify the Chairperson or Secretary to place an item on the next regularly scheduled meeting of the ECC NPT to report their nominations. The ECC NPT must approve all new Leadership Team members with a majority vote of those present.

**2.8 Terms and Duties of Membership.**

Leadership Team members shall serve two-year (24-month) terms and shall carry out their duties in accordance with these guidelines. Leadership Team members will pursue the fulfillment of the purpose and objectives of the ECC Neighborhood Plan. At the conclusion of the two year term, Leadership Team members must be re-elected by the majority of the quorum present. If a Leadership Team member does not intend to continue, advance notice is requested. Following any two-year membership, an individual may request to be elected to the Leadership Team for the position, challenging the current sector representative.

**Bylaws & Neighborhood Plan**

Before submitting an application to join the ECC NCT leadership team, all applicants should review the team bylaws and the neighborhood plan. Both documents are available to view on our website, or contact the Nomination Committee chair to obtain a printed copy.

**ECC Neighborhood Contact Team Representative Application**

Please submit the following information, signatures of endorsement, and a letter of interest to the Nomination Committee by the deadline posted on the ECC NCT website.

Name:

Residential Address:

Contact Phone Number:

Email:

Name of Business or Nonprofit (if applying to be a business or nonprofit representative):

Address:

Phone number:

Website:

**Please indicate by checking off all responsibilities you are able to fulfill**

- Periodically contact neighbors, businesses, and nonprofits in your sector on a broad range of issues affecting the neighborhood including neighborhood character, health, safety, traffic, parking, community improvements and delivery of city services.
- Dedicate at least an average of two hours per week to ECC team-related work.
- Provide an phone number and email address to be posted on the ECC website to receive communication and respond to other ECC representatives and community members.
- Regularly attend the ECC-NPCT monthly meetings, as well as other other specially-called meetings.
- Participate in the leadership or sub-committee meetings of your special interest.

**Community Signatures**

By signing, I am endorsing \_\_\_\_\_ *(Your name here)*  
for nomination to the East Cesar Chavez Neighborhood Contact Team, as my Sector, Business, or Nonprofit Representative on the ECC NCT Leadership Team.



Austin, and have spayed or neutered over 500 feral and owned cats in our neighborhood over the past 7 years, significantly reducing the number of homeless animals. Additionally, I aid my elderly and disabled neighbors to find resources for home repairs.

I am interested in joining the neighborhood planning team as Business Sector Rep. I feel I am qualified because of my business experience and my knowledge in the Real Estate industry and the neighborhood.

While we all know that Austin is growing and experiencing growing pains, that our neighborhood will also have to grow. I would like to be a part of shaping the future for myself and my neighbors. It is my plan to remain in my house as long as my quality of life is good and I can afford the taxes.

I would appreciate your vote for Business Sec Rep.  
Thank You

Sylvia Marroquin  
908 Willow St  
Austin 78702  
512-474-4499  
Sylvia@Armadillorealty.com

## Example Letters of Interest

Cecelia Russell  
56 Waller Street Austin, Texas 78702 512-799-8588 kiwiaustin@aol.com

February 11, 2015

re; Consideration for Sector 5 Area Rep for East Cesar Chavez

To whom it may concern,

Hello, my name is Cecelia Russell and we have owned our house on Waller for over 5 years. We own a rental property at 1903 Haskell.

My husband, Steve, and I own a construction business that specializes in hardscapes. We have been in business for just under 30 years. We have also raised 3 children here in Austin.

I understand there is a position open for a Sector 5 representative in the ECC and I would like be considered for this position.

I am concerned about the fast growth, our crowded alleys, parking and irresponsible building by developers that do not live in our neighborhood.

I was a block Captain for HOA in Houston. Each block captain added new members to Newsletter, informed residents of changes in product and price of new utility companies, took suggestions from my block for better running of street, dealt with problems on the block that pertained to the HOA. Set up telephone page for each resident to call neighbors with alerts and crime issues. This was back in the 80's and was prior to Internet and social media.

If I am accepted as area representative I will make sure that I am prepared and ready to be at each meeting.

Thank you for your consideration.  
Cecelia Russell